

Terms of reference (ToRs) for the procurement of services below the EU threshold

Conducting an end-line study of the national multi-sectoral roadmap to end FGM and child marriage (2020-2024)	Project number/ cost center: 14.3500.7-037.00
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0. List of abbreviations

BoWCY	Bureau of Women, Children, and Youth
BOLSA	Bureau of labor and social affairs
CBO	Community-based organization
CM	Child marriage
CRVS	Civil registration and vital statistics
CSA	Central Statistics Agency
CSO	Civil society organization
EDHS	Ethiopia Demographic and Health Survey
EGLDAM	Ye Ethiopia Goji Limadawi Dirgitoch Aswegaj Mahiber (formerly the National Committee on Harmful Traditional Practices in Ethiopia)
EHRC	Ethiopian Human Rights Commission
FBO	Faith-based organization
FGM/C	Female genital mutilation/cutting
GAGE	Gender and Adolescence: Global Evidence
GBV	Gender-based violence
HTPs	Harmful traditional practices
IGA	Income generating activities
MoE	Ministry of Education
MOH	Ministry of Health
MOJ	Ministry of Justice
MOLSA	Ministry of Labour and Social Affairs
MoWCY	Ministry of women, children, and Youth
REB	Regional Education bureau
RHB	Regional health bureau

1. Context

Ethiopia has a rich tapestry of traditional practices that serve as expressions of cultural identity and social cohesion. However, some of these practices can pose significant risks to the health and well-being of individuals and may infringe upon their human rights. Many of these practices, such as child marriage (CM) and female genital mutilation (FGM), particularly affect women, adolescent girls, and children.

CM significantly violates human rights and obstructs a girl's healthy transition into adulthood, leading to premature pregnancies, social isolation, disrupted education, limited socio-economic opportunities, and increased susceptibility to domestic violence. According to the 2016 Ethiopian Demographic Health Survey, the median age at which Ethiopian women marry is 17.1, with 40% of women aged 20-24 married before 18, and 8% before 15. These statistics highlight the prevalence and impact of child marriage in Ethiopia.

FGM is another widespread harmful practice involving the partial or total removal of the external female genitalia. It has no health benefits and can lead to serious health complications for girls and women. All forms of FGM are associated with an elevated susceptibility to health complications and deny their basic rights. More severe forms of FGM are particularly correlated with heightened risks of severe hemorrhaging, urinary issues, subsequent development of cysts and infections, childbirth complications, and an increased likelihood of neonatal mortality. According to the 2016 Ethiopian Demographic Health Survey, 65.2% of women aged 15-49 have undergone FGM/C, making Ethiopia the country with the highest absolute number of victims in Eastern and Southern Africa, with approximately 25 million girls and women affected. FGM is practiced across all regions, religions, and ethnic groups in Ethiopia, with the highest prevalence in the Somali region (98.5%) followed by the Afar region (91.2%). Typically performed by traditional practitioners on minors, FGM also invades the rights of children. Additionally, the practice violates an individual's rights to health, security, and physical integrity, as well as the right to be free from torture and cruel, inhuman, or degrading treatment.

Like many traditional practices in developing countries, both Female Genital Mutilation and Child Marriage are deeply rooted in society and linked to social norms and cultural identity. Still, they pose serious risks to the health and well-being of individuals, particularly women, adolescent girls, and children. Ethiopia has prohibited FGM and CM since 2004 to address this issue and committed to eliminating it by 2025.

1.1 Introduction to the National Costed Roadmap

To accelerate the efforts towards the elimination of FGM, the Ethiopian Federal Ministry of Women and Social Affairs (MOWSA)¹, together with other relevant government ministries, developed the National Costed Roadmap to End Child Marriage and FGM/C (2020-2024) also known as the National Roadmap. It is an evidence-based approach outlining strategies, intervention measures, objectives, and stages to eliminate child marriage and FGM in Ethiopia, demonstrating Ethiopia's commitment to achieving the Sustainable Development Goal (SDG)

¹ The Ministry of Women and Social Affairs is the result of the merge of two Ministries, namely the Ministry of Women, Children and Youth and the Ministry of Social Affairs.

5.3. The National Roadmap identified five pillar strategies and set out to achieve five outcomes within the implementation period. The outcomes and the indicators are covered in **Annex A**.

The data source for some of the impact and outcome indicators is the Ethiopian Demographic and Health Survey (EDHS) conducted in 2016. The survey is typically carried out every five years. Unfortunately, the planned EDHS for 2021 was postponed due to the COVID-19 pandemic and conflicts in the northern part of the country. These indicators will be updated once the ongoing EDHS survey is completed. According to the latest update from the national statistics, data collection for the EDHS 2024 will be concluded in December 2024.

The Ethiopian National Alliance against FGM and Child Marriage under the leadership of MOWSA conducted a budget tracking exercise for the last two years of the national roadmap implementation to evaluate the effectiveness and efficiency of the activities carried out as part of the roadmap. This process helped to ensure the sector ministries were fulfilling their initial commitments. The assessment covered eight regions and city administrations: Dire Dawa, Harari, Sidama, Amhara, Afar, Gambella, Oromiya, Southwest Ethiopia, and Benishangul-Gumuz. The Progress Review focused on analyzing budget allocation, expenditure patterns, and achieving goals within the Ethiopian Fiscal Years 2013 and 2014 (July 2020-June 2021) and July 2021-June 2022) respectively, spanning two years of implementation. The review was based on the Plan of Action and the Monitoring Framework, structured around the five core outcomes of the National Roadmap. The main objective of this review was to evaluate progress and challenges, assess budget commitments, gain insights from experiences, and provide sector-specific recommendations for each region. The detailed findings are described in **Annex B**.

The National Roadmap outlined the intention to conduct a mid-term evaluation to device progress and implement necessary adjustments accordingly. Additionally, there was a plan to carry out an end-line evaluation to gauge the impact of the national roadmap. Subsequently, MOWSA sought support from member organizations of the national alliance to facilitate the mid-term evaluation, and GIZ consented to assist. Regrettably, due to ongoing conflict in the Northern region of the country, the mid-term evaluation could not be executed. Consequently, the mid-term evaluation was transformed into an end-line evaluation.

Upon request from MoWSA, the German Federal Ministry for Economic Cooperation and Development (BMZ) has granted additional bilateral support, implemented by GIZ, to finance the end-line evaluation to complement the advisory services of the regional program "Improving the prevention of female genital mutilation in the Horn of Africa" (FGM-Prev II). The FGM Prev II program provides technical and process consulting to strengthen MoWSA's institutional capacities. Alongside other international partners like UNICEF and UNFPA, MoWSA is being reinforced in its coordination tasks and capacities for data-based decision-making. Complementary to the advisory services of the regional FGM Prev II program, the additional bilateral funds will cover the costs for the end-line study. These funds should be used for the development of a methodological concept for the study, the hiring of a consulting firm for its implementation, and the targeted mainstreaming of FGM prevention in other relevant priority sectors of German development cooperation in Ethiopia.

1.2 Objective of the end-line evaluation

1.1.1 General objective

The overall objective of the end-line evaluation is to assess the relevance, effectiveness, coherence, efficiency, impact, and sustainability of the implementation of the National Roadmap. The assessment aims to draw lessons learned, identify best practices and challenges, provide evidence, and offer concrete recommendations for strategy amendment.

1.1.2 Specific Objectives

- To evaluate the progress and success of the National Road Map in achieving its objectives and targets.
- To evaluate the relevance, efficiency, effectiveness, coherence, and sustainability of the national roadmap implementation in line with the OECD/DAC criteria.
- To ascertain whether the involved sector ministries have adhered to their commitments and increased their budgets, as pledged, and the efficiency in utilizing the national roadmap implementation.
- To assess the extent to which the implementation strategies were gender transformative, particularly in bringing lasting change at the individual, community, and institutional levels.
- To evaluate the degree to which the ongoing humanitarian crisis has impacted the implementation of the Costed Roadmap.
- To determine how the nexus approach can be integrated into the second phase of the Costed Roadmap.
- To identify challenges, lessons learned, and best practices that need to be shared with other regions, sector ministries, and partners.

The evaluation seeks to provide valuable insights for the Ministry of Women and Social Affairs and other governmental and non-governmental organizations on the efficiency and effectiveness of the implementation of the National Costed Roadmap. The findings from the evaluation will be used to improve the existing strategy, inform advocacy efforts, and document lessons learned regarding the multisectoral approach. The intention is to improve evidence-based planning, and decision-making processes and inform the development of the subsequent roadmap.

The main beneficiaries of this evaluation are the Federal Government of Ethiopia, particularly the Ministry of Women and Social Affairs, the Ministry of Education, the Ministry of Justice, and the Ministry of Health, together with their regional offices, non-governmental partners, and key stakeholders and the national alliance to end child marriage and female genital mutilations. Secondary users are actors in the wider community working towards ending child marriage and FGM.

1.1.3 Inputs of GIZ or other actors

The evaluation of the national roadmap will take place in selected areas of the country. The evaluation will be led by the Ministry of Women and Social Affairs (MoWSA) together with the core team which consists of The Ministry of Health (MoH), Ministry of Education (MoE), Ministry of Justice (MoJ), and partner organizations like GIZ, UNICEF, UNFPA, NCA, UNwomen, GAGE and Save the children. This collaborative effort aims to maximize the impact and effectiveness of the end-line evaluation. The collaboration will be as follows:

- The Ministry of Women and Social Affairs will lead the end-line evaluation and approve every step.
- GIZ will provide financial and technical support including hiring the contractor for the end-line study.
- Norwegian Church Aid (NCA), UNICEF, UN Women, Save the Children, Gage, MOH, MOE, and MOJ will support reviewing and validating the documents and reports submitted by the consultants.

- MOWSA, MOH, MOE, and MOJ will lead the communication with the respective regional offices and ensure all the necessary documents are ready in an acceptable quality and standard

2. Tasks to be performed by the contractor

In a timeframe of 6 months, the contractor is expected to deliver a final evaluation report on the findings of the national roadmap implementation in all regions of Ethiopia.

2.1 Scope of work

The end-line evaluation will rigorously assess the National Roadmap's five key outcomes. To utilize the established result framework and action plan as the foundation, the assessment will comprehensively evaluate several dimensions:

Enabling Environment and Policy Support:

To evaluate the plan's implementation support, including analyzing budget allocation and expenditure.

Strengthening Service Provision:

Assessment of efforts to enhance integrated, multi-sectoral services aimed at preventing child marriage and FGM.

Community Engagement and Dialogue:

To analyze the initiatives targeting families, communities, and leaders to foster dialogue and consensus around the elimination of child marriage and FGM.

Gender Transformative Programs:

Evaluation of programs engaging men and boys in gender-transformative life skills, enhancing their awareness of rights and access to services

In addition, the end-line evaluation seeks to address the following key evaluation questions, considering the OECD/DAC evaluation criteria.

RELEVANCE

- To what extent is/does the National Roadmap design and implementation relevant in addressing major issues for girls' vulnerability to Child Marriage and FGM
- How relevant and responsive have the national roadmap results been to national and community needs, priorities, and commitments?
- To what extent was the national roadmap aligned with the priorities of the Ethiopian Federal Ministry of Women and Social Affairs MoWSA and its partners to end child marriage and FGM?

COHERENCE

- To what extent have the outputs of the national roadmap result been achieved efficiently through the linkages and synergies between sectors?

EFFICIENCY

- How has the national roadmap result's approach facilitated linkages and synergies between sectors to accelerate efforts to end child marriage and FGM?
- To what extent have the outputs of the national roadmap results been achieved with the number of resources (funds, expertise, time, procedures, rules and regulations, administrative costs, etc.) allocated?
- To what extent are monitoring mechanisms in place to track changes as a result of the national roadmap result implementation?

EFFECTIVENESS

- How did the sectors 'contribution to the national roadmap result? Both financially and technically How much has the implementation of the national roadmap positively influenced systems and policies in different sectors to support girls who are vulnerable to child marriage and FGM?
- Has the national roadmap implementation made satisfactory progress in the achievement of project outputs (as per log-frame), and related delivery of inputs and activities?
- Has the national roadmap implementation attained its goal (eradicating FGM and CM) at the end of the implementation?
- Has the national roadmap implementation effectively addressed capacity constraints at the local level? Was there sufficient technical support provided by the ministry and partner organizations?

SUSTAINABILITY

- Will the benefits last?
- What changes – attributable to the national roadmap implementation – can be identified and are likely to last in the lives of individuals, families, communities, and the broader environment?
- Considering that there is a national commitment to increase budget allocation to the implementation of "The National Roadmap to End Child Marriage and FGM/C – 2020-2024", assess whether the budget is allocated across different sectors and whether is there a mechanism to hold stakeholders accountable so to assure sustainability?

All relevant federal ministries and regional bureaus – including the bureaus of MOWSA, the Ministry of Health, the Ministry of Education, and the Federal and Regional Attorney General – will be included in the assessment. GIZ together with MOWSA on the federal level, and the regional Bureaus of Women and Social Affairs (BoWSA) co-lead the assessment.

2.2 Methodology

The end-line evaluation will utilize both quantitative and qualitative research methods, incorporating primary and secondary data collection. The methodology will include a desk review which includes a review of the baseline study, planned activities, a report of the implemented activities, available budgets, and expenditure records such as ledgers, terms of reference, and budget plans associated with specific interventions and used by each sector. MoWSA, in collaboration with the Ministry's regional offices (BoWSA), will facilitate connections and access to secondary data from various stakeholders / key informants for the contractor. Additionally, Key Informant Interviews (KII) with technical experts, planning and monitoring experts, and finance experts in the relevant sectors will be conducted through semi-structured or open-ended questions that are structured according to the base of the roadmap's

outcomes and associated interventions. Moreover, to assess the change in the communities, knowledge attitude, and practice focus group discussions will be conducted in selected woredas.

The evaluation process will adhere to the OECD DAC Network on Development Evaluation (EvalNet) six evaluation criteria, which include relevance, coherence, effectiveness, efficiency, impact, and sustainability. These criteria will be applied to provide a normative framework for determining the merit or worth of an intervention, including policies, strategies, programs, projects, and activities. The definitions of these criteria must be contextualized to ensure that they are aligned with the objectives of this study.

To gain a holistic view of the implementation, participants from different government sectors working at different levels and regions as well as partner organizations and stakeholders such as community-based organizations (CBOs) and faith-based organizations (FBOs) will be included as key informants.

2.3 Contractor Responsibilities and Deliverables:

The contractor is responsible for providing the following deliverables

- The contractor is responsible for selecting, preparing, training, and steering the short, and long-term experts assigned to perform the evaluation
- The contractor is responsible for selecting short term expertise based on the proficiency listed below for all the regions.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes, and invoicing in line with the requirements of GIZ.
- Communicate and work closely with all political and non-state partners in Ethiopia
- The contractor reports regularly to GIZ under the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Phase I: Background research and preparation of the inception report

- Develop a research proposal including sampling methodology for the data collection and operational plan and research tools to conduct the end-line evaluation of the National Costed Roadmap
- Conduct desk research to provide a brief overview of the landscape of the national roadmap implementation in all regions of the country. The desk review includes a short literature review with a summary of the available literature on religious and traditional actors and institutions.
- Development of the research methodology and research design which will be reviewed and agreed upon by the core team.
- Design the research questionnaire and ensure the contextualization for every region.
- Prepare and finalize the inception report not more than 20 pages in English.
- Present the inception report to the core team and the national alliance for validation.

Phase II: Data Collection and Field Research

- Train the data collectors on the questionnaire and approach of the community.
- Develop and implement a data quality check method: Design a robust and comprehensive method to ensure the accuracy, consistency, and reliability of data collected for the study. This includes defining data validation criteria, identifying potential data discrepancies, and establishing protocols for regular data quality assessments throughout the study's lifecycle.
- Collect the data: - The data collection will cover **eleven** regions: Tigray, Afar, Amhara, Oromiya, Somali, Central Ethiopia, Sidama, South Western, Southern region, and Benishangul. Gambella, and the **three** administrative cities Addis Ababa, Diredawa, and Harari.

Phase III: Data Analysis and validation workshops

- Analysis of the collected data in both qualitative and quantitative methods.
- The analyzed and contextualized field reports, including visualizations of implemented activities and allocated budgets, will be integrated and comprehensively compacted into one (1) report of not more than 60 pages by the contractor. The map of the data collection areas and the questionnaire should be attached as an annex.
- Assessment of the national roadmap implementation progress and output achievements including best practices and success stories.
- Analysis of the impact of the strategies outlined in the national roadmap and identification of any gaps in the implementation and effectiveness.
- As Annexes, background information and interview files with the raw data collected, a summary of the interviews and research to be conducted in the project region (field research), a map showing the location, and details of the relevant actors in the project regions will be provided by the contractor.
- Executive summary of the results and recommendations for external use (max. 2-3 pages).
- Preparing and conducting 2 workshops (1 validation workshop for the final report and 1 final dissemination workshop).

Certain milestones, as laid out in the table below, are to be achieved during the contract term

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Inception report	3 weeks after the contract signature	<ul style="list-style-type: none"> ▪ Maximum of 20 pages report in English with literature review a clear work plan, methodology including the number of woredas and Kebeles that will be included and, the number of FGD and KIIs to be conducted and design study. Within 2 weeks of the contract signature ▪ After comments were provided by the core team, the inception report will be presented to the stakeholders for validation The PowerPoint presentation will be shared with GIZ and the team for approval before the validation workshop ▪ After the inception validation workshop, the comments should be

		incorporated and submitted to GIZ and the core team for a review <ul style="list-style-type: none"> It will be approved by the Ministry of Women and social Affairs after incorporating comments given by the team and during the validation workshop
Data collection (simultaneously in all regions)	Within 6 weeks after the validation workshop for the inception report	Quantitative and qualitative data collected and analyzed by the consultants as per the plan procedure approved by the ministry of women and social affairs
First draft of the evaluation report	3 weeks after the data collection completed	Maximum 60-page report, including the result and the discussion part. Clear and implementable recommendations for improving the second roadmap design as per the scope of work stated in Chapter 2.1
Present the evaluation report to the core team	1 week after the draft report is approved by GIZ and the core team	PowerPoint presentation approved by the GIZ team Facilitate the workshop and prepare a workshop report
Validation workshop with the Ethiopian National Alliance against FGM and Child Marriage	3 weeks after the presentation of the report to the core team	Facilitation the workshop, presentation of the findings, leading the discussions, and preparing a workshop report
Final report	2 weeks after the validation workshop	Final report with all the comments incorporated. in a PDF format, a soft copy as well as one hardcopy printed and bound,

Period of assignment: from November 1, 2024 until April 30, 2025.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter **Error! Reference source not found.** (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed concerning the objectives of the services put out to tender (see Chapter 1), (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter **Error! Reference source not found.** Tasks to be performed) (1.1.2). the tenderer is also expected to provide a detailed methodology and research design including the number of woredas and Kebeles that will be included and, the number of FGD and KIIs to be conducted... for the implementation of the research on the ground.

The tenderer is required to present the actors relevant to the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter **Error! Reference source not found.** (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) under Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach to coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

The tenderer is required to draw up a **personnel assignment plan** (1.6.2) with explanatory notes that list all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept (1.6.3). The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender by Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved, and the required qualifications.

The below-specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)

- Coordinating and ensuring communication with GIZ, partners, and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting key experts and short-term experts
- Regular reporting by deadlines
- Ensure the quality of data entering, and data cleaning and provide guidance and support to the key experts when necessary.
- Together with the key experts organize and lead the validation workshop to present findings and recommendations of the evaluation to the national alliance, esp. advising on the structure and methodology of the Workshop as well as preparing the agenda of the Workshop.
- Support the key expert 1 in preparing the PowerPoint presentation for the validation workshop.
- Incorporate participant feedback and suggestions from the Workshops.
- Provide backstopping support for the whole team

Qualifications of the team leader

- Education/training (2.1.1): PhD or master's in social studies, Political science, Anthropology, Gender Studies, or a similar field.
- Language (2.1.2): C1-level language proficiency in English and Amharic
- General professional experience (2.1.3): 10 years of professional experience in research or advising on research at academic or consultancy institutions.
- Specific professional experience (2.1.4): 8 years in conducting research, Monitoring and Evaluation, Government program evaluation, and program designing
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as a project team leader or a research team lead, 10 team members or managers in a company
- Regional experience (2.1.6): 5 years of experience in projects in East Africa (region²), of which 3 years in projects in Ethiopia

Key expert 1: on FGM and Child marriage

Tasks of key expert 1

- Provide support to the team leader during the desk study to provide necessary documents and information, (i.e., a summary of the available literature on FGM and child marriage as well as relevant policies, and reports).
- Supervise the data collection in the regions based on the questionnaire developed and do the data entry.
- Prepare a first draft report and recommendation based on the analysis and share it with the team leader and the GIZ focal person
- Share the background information and interview files with the raw data collected, a summary of the interviews, and a map showing the location.

² <https://unstats.un.org/unsd/methodology/m49/>

- Support the team leader in preparing the presentation of the preliminary findings and recommendations to GIZ FGM-Prev staff and MOWSA
- Organize a validation workshop to present findings and recommendations of the evaluation
- The national consultant must provide a summary of the feedback from the participants of the validation workshop
- Support the incorporation of participant feedback and suggestions from the Workshop.
- Support the team leader in developing a report (internal use) summarizing the results of the literature review and fieldwork, analysis, and recommendations (approx. 15 pages excl. a general introduction and annexes)
- Compiling reviewing literature reviews, reports, and other necessary documents
- Contextualizing methodologies and assessment tools for the different regions
- Facilitating training for the data collectors
- Coordinating the data collection
- Analysing the data and drafting the first report
- Communication with the GIZ team and the core team

Qualifications of Key Expert 1

- Education/training (2.2.1): Master's in social studies, gender studies, political science, or a similar field
- Language (2.2.2): C2-level language proficiency in English and Amharic.
- General professional experience (2.2.3): 10 years of experience working on projects focused on gender and social norm change with a component in research
- Specific professional experience (2.2.4): 5 years of experience working on FGM and child marriage topics as a researcher
- Leadership/management experience (2.2.5): experience in leading 5 research or 5 program evaluations

Key Expert 2: Data Analyst

Tasks of key expert 2

- Support the coordination and facilitation of the data collectors' training
- Supervise the data collection to ensure the quality and do the data entry.
- Lead the data analysis and result write-up
- Support the team leader and the key expert 1 in finalizing the tools
- Lead the training for the data collectors
- Coordinating and ensuring the quality of the data collection
- Lead the data analysis process

Qualifications of Key Expert 2

- Education/training (2.3.1): Masters in statistics, epidemiology, or related field.
- Language (2.3.2): C2-level language proficiency in English and Amharic.
- General professional experience (2.3.3): 10 years' experience in M&E, statistics, and research
- Specific professional experience (2.3.4): 5 years of experience in data entering, data analysis both qualitative and quantitative methods
- Leadership/management experience (2.3.5): experience in leading data analysis in 5 research and program evaluations

In addition to their specialist qualifications, the following soft skills qualifications are required of all team members:

- Team skills
- Showing Initiative and working pro-actively
- Strong analytical, writing, and communication skills
- Adherence to the core values of the GIZ; respectful of differences of culture, gender, religion, ethnicity, nationality, language, and other status
- Moderation and interview skills
- Intercultural communication skills and a perfect understanding of local sensitivities, especially regarding topics related to Female Genital Mutilation and Child Marriage
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

Short-term expert pool with up to 70 members

The experts in this pool are not part of the technical assessment, so no CVs need to be submitted with the tender. The qualifications specified for the pool are therefore minimum requirements, the fulfilment of which must be confirmed by GIZ before the experts are assigned.

Tasks of the short-term expert pool

- Collect the data in the regions
- Ensure the quality of the data collection

Education/training	All experts with a university degree (bachelor's degree) in Gender Studies, Health, Public Policy, Economics, Sociology, Statistics, or similar studies.
Language	All experts with knowledge of the different languages required in the different regions for example 5 experts with knowledge of Tigray (CEFR C1-Level) 5 experts with knowledge of Afar (CEFR C1-Level) 5 experts with knowledge of Amharigna (CEFR C1-Level) 5 experts with knowledge of Afan Oromo (CEFR C1-Level) 5 experts with knowledge of Sidama (CEFR C1-Level) 5 experts with knowledge of Benishangul (CEFR C1-Level) 5 experts with knowledge of Gambela (CEFR C1-Level) 5 experts with knowledge of Somali (CEFR C1-Level) 1 expert might be able to speak different languages. In addition, translators can be used if deemed necessary.
General professional experience	All experts who have been involved in three data collection assignments in the past 2 years

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5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs that exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed upon in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines, and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Contract for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones/partial works	Estimated expert days for orientation	Deadline/place/person responsible
The first draft of the inception report	13 days	2 weeks after the contract signature
Final draft inception report	7 days	1 week after the inception report validation workshop is conducted
Data collection	42 days (for all three experts) weeks	6 weeks after the inception report is approved
First draft evaluation report	15 days	3 weeks after the data collection is completed
Final report	15 days	Validation workshop within 3 weeks after the first draft report is approved and Final report 2

		weeks after the validation workshop
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Any travel linked to a contract for works should be included in the following table.

Travel expenses	Quantity	Number per expert	Total Amount	Comments
Per-diem allowance in the country of assignment	3	12	36	Team lead, Topic expert, and data analyst
Per-diem allowance and Overnight allowance in the country of assignment for the Data Collectors (lump sum)	70	8	560	Data collectors
Overnight allowance in the country of assignment	3	11	33	Team lead, Topic expert, and data analyst
Transport	Quantity	Number per expert	Total	Comments
Vehicle rental -	14	1	14	
Airport transfer	12	4	12	
Domestic flight	4	3	12	
Compensation for CO2 émission	3	1	3	60 euro/expert planed for CO2 compensation against evidence
Other Costs	70	1	70	Tablet renting for 70 data collectors for 8 days,
▪ Stationary/renting tablets.				
▪ Translation services and	10	8	80	Translation service in 8 -10 regions for 8 days maximum in each region
▪ Training for data collectors.	1	3.000	3.000	A lump sum of 3000 Euro planned for Up to 10 trainings for data collectors in different regions

Flexible Rémunération	1	12.000	12.000	For any unforeseen costs, the consultant should get an approval before using this amount
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Workshops, events, and training

To facilitate the training of data collectors in various regions, it is permissible to arrange up to 10 training sessions. In cases where it is feasible to combine training efforts, these merged sessions should accommodate up to 15 trainees and span a duration of 2 days.

6. Inputs of GIZ or other actors

GIZ and other actors are expected to make the following available:

- GIZ will also cover the logistical costs for the final validation workshop in Addis Ababa.
- Documents produced and adopted by the organizations should be shared
- Reports of financial contributions to the implementation of the national roadmap
- Assign personnel to provide timely Revision of the documents submitted by the consultant

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organized under the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and formulated. It must be drawn up in the English language.

The complete tender must not exceed 20 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g., website links) will also not be considered.

The CVs of the personnel proposed under Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

For the Personnel cost:

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses, etc.). The price bid will be evaluated based on the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.

For the Travel cost and the Other cost:

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative Requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips, workshops, and budgets will be contractually agreed upon as maximum limits. The specifications for pricing are defined in the price schedule.

8. Data Protection

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ about such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided in GIZ's Data Protection Guidelines (as annexed) should be considered.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded.

Specifically, sensitive data relating to e.g., sexual orientation, political opinion, age, health, religion or philosophical belief, refugee or IDP status, or ethnicity must be collected and processed in an anonymous and aggregated manner.

9. Annexes

2. *Annex A. Out Come, Baseline and Target of the National Costed Road Map to end Female genital mutilation and Child Marriage*
3. Annex B. Detailed findings of the budget tracking assessment